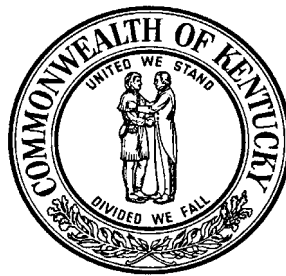


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
BOURBON COUNTY  
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2004  
Through June 30, 2005**



**CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS  
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**CRIT LUALLEN**  
**AUDITOR OF PUBLIC ACCOUNTS**

Independent Accountant's Report

Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
The Honorable Wayne Turner  
Bourbon County Property Valuation Administrator  
Paris, Kentucky 40361

We have performed the procedures enumerated below, which were agreed to by the Bourbon County Property Valuation Administrator, (PVA) solely to assist you with the accountability for statutory contribution, receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2004 through June 30, 2005. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Bourbon County PVA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (June 30, 2005), to determine if amounts are accurate.

Finding -

The Bourbon County PVA maintained a receipt ledger, disbursement ledger, and reconciled bank records to books each month. The year-end bank reconciliation was accurate.

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

The recorded city receipts agree to confirmed payment amounts obtained from city governments. The list of city receipts appears to be complete.



Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
The Honorable Wayne Turner  
Bourbon County Property Valuation Administrator  
(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

The budgeted statutory contribution from the fiscal court agrees to the legally required amounts calculated by the Department of Revenue. The fiscal court payments traced successfully from the fiscal court statutory contribution budget account to the PVA's local bank account.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure is for official business. Review all credit card statements (if any) to determine if expenditures are for official business.

Finding -

The auditor judgmentally selected 15 disbursements from the Property Valuation Administrator's records and all agreed to cancelled checks and paid invoices. All of the expenditures were for official business. The PVA does not maintain a credit card for the office.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

The PVA had one capital outlay disbursement for a truck he purchased at the state surplus sale for \$5,000 during April 2005. The truck stays parked in the county lot and is only used during the workday if property needs to be observed for assessment. The cancelled check and invoice agreed. No bids were needed since the purchase was less than \$20,000. The truck will be added to the 2005 Capital Asset Inventory List.

Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
The Honorable Wayne Turner  
Bourbon County Property Valuation Administrator  
(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

The PVA only has one contract with Computer Aid for computer services. This agreement requires a monthly payment of \$400 and in return, Computer Aid performs all computer updates and maintains the system. The services are appropriate and for official business.

7. Procedure -

Compare PVA's final budget to actual expenditures to determine if PVA overspent in any account series.

Finding -

The PVA's actual expenditures were less than the amount allowed per the final budget.

8. Procedure -

Determine whether collateral is necessary for the PVA's funds. If necessary determine if the PVA was sufficiently collateralized for the year and if a collateral agreement exists.

Finding -

Collateral was not necessary for the PVA's bank account since the balance never exceeded \$100,000.

9. Procedure -

Determine whether timesheets are completed, maintained, and support hours worked.

Finding -

Timesheets are completed, maintained, and support hours worked for each employee. Timesheets are only signed by the PVA.

*PVA's Response -*

*I will have the employees initial their time records.*

Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
The Honorable Wayne Turner  
Bourbon County Property Valuation Administrator  
(Continued)

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen  
Auditor of Public Accounts

Engagement fieldwork completed -  
October 12, 2005

